
CREDITOR - QUICK REFERENCE GUIDE

Becket & Lee Notice Assign/Transfer Claim (Batch)

Step	Action
1	Click on the Bankruptcy hyperlink at the top of the screen.
2	Click on Creditor Filings . The File a Court Document screen displays.
3	Enter the case number(s) in the box below in the yy-nnnnn format. Click Next .
4	Verify the case name and number to be sure it is the correct. Select Becket & Lee Notice Assign/Transfer Claim (Batch). Click Next .
5	A warning message will appear regarding attaching a PDF for each case number. Click Next .
6	Verify the information in the File a Court Document Screen. Click Next .
7	At the Docket Text: Final Text screen verify that the text is correct. If correct, click Next . If incorrect, click the browser's Back button until you find the error(s) and are able to make the appropriate correction.
8	The Notice of Electronic Filing screen displays and your transaction is complete. You may wish to save a copy of this transaction log for your record.